

MINUTES - REORGANIZATIONAL MEETING FOR 2017

The annual reorganizational meeting of Milton Township Board of Trustees was called to order by Chairman Tomaino at 10:00 AM. Following the Pledge of Alligence the Fiscal Officer called the roll. Mr. Weimer, Mr. Tomaino, Mr. Campbell, Fiscal Officer Balsinger, Police Chief Vandyke, Road & Cemetery Coordinator Lloyd, Fire Chief Maynard and Zoning Inspector Kurilla were present.

Chairman Tomaino turned the meeting over to Fiscal Officer Balsinger who asked for nominations for Chairperson for 2017. Mr. Weimer nominated Mr. Tomaino as Chairman, 01-17-17-S1, seconded by Mr. Cambell and passed with 2 ayes, Mr. Tomaino abstained.

Mr. Tomaino took over as Chairman and asked for nominations for Vice Chairman, Mr. Campbell moved to nominate Mr. Weimer as Vice Chariman, 01-17-17-S2, seconded by Mr. Tomaino and passed with 3 ayes.

DEPARTMENT REPORTS –

POLICE DEPARTMENT

VandykeNo report – Chief deferred to give his report at tonight’s regular meeting.

ROAD - CEMETERY – RECYCLING

No Report – Mr. Lloyd deferred to give his report at tonight’s regular meeting.

FIRE DEPARTMENT

No Report - Chief Maynard was not in attendance.

ZONING DEPARTMENT-

No report – Mr. Kurilla will report at tonight’s meeting..

REORGANIZATIONAL ISSUES:

MR. TOMAINO MOVED THAT THE BOARD OF TRUSTEES SHALL CONDUCT ITS MEETINGS IN FULL COMPLIANCE WITH THE OHIO SUNSHINE LAW AND ACCORDINGLY ESTABLISHES THE FOLLOWING RULES FOR THE SCHEDULING AND NOTICE OF ALL MEETINGS;

REGULAR MEETINGS OF THE BOARD OF TRUSTEES SHALL BE HELD ON THE THIRD TUESDAY OF EVERY MONTH AT 7:00 PM BEGINNING JANUARY 17TH 2017. NOTICE OF SAID MEETING SHALL BE POSTED ON THE TOWNSHIP SIGN ON MILTON AVE AND/OR PUBLISHED IN THE YOUNGSTOWN VINDICATOR AGENDA SECTION 24 HOURS IN ADVANCE, AND SHOULD THE REGULAR MEETING DATE NEED TO BE CHANGED, NOTICE WILL BE PUBLISHED AT LEAST 24 HOURS IN ADVANCE ON THE TOWNSHIP SIGN AND IN THE VINDICATOR.

SPECIAL MEETINGS: NOTICE OF SPECIAL MEETINGS OF THE BOARD OF TRUSTEES SHALL BE GIVEN TO THE YOUNGSTOWN VINDICATOR AT LEAST 24 HOURS IN ADVANCE OF THE MEETING, EXCEPT IN AN EMERGENCY IN WHICH CASE THE NOTICE SHALL BE GIVEN AS SOON AS PRACTICAL; AND

MINUTES DO NOT NEED TO BE READ IF PROVIDED TO TRUSTEES FOR REVIEW BEFORE THE MEETING-01-17-17-S3, seconded by Mr. Campbell and passed with 3ayes.

Mr. Tomaino moved to appoint Trustee Campbell as Head of Zoning, Zoning Board & Appeals Board, Trustee Salary to be paid from General Fund, 01-17-17-S4, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Campbell moved to appoint Mr. Weimer as Head of Streets, Cemeteries, Grants and Recycling, Trustee Salary to be paid from the General Fund, 01-17-17-S5, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Campbell moved to appoint Trustee Tomaino as Head of Police and Township Buildings, Trustee Salary to be paid from General Fund 01-17-17-S6, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Tomaino moved to appoint Trustee Campbell as Head of Fire Department, Trustee to be paid from General Fund, 01-17-17-S7 seconded by Mr. Weimer passed with 3 ayes.

All Trustees agreed to work together on all of the above departments.

Mr. Kurilla reported to the Board that he had received letters of interest from the two expiring committee members, Ms. Kristi Oles and Ms. Debbie Carson, to fill another 5 year term.

Trustee Tomaino moved to fill the following Zoning Commission expiring term, by appointing Kristi Oles to a five year term; and to fill the Appeals Board expiring term by appointing Debbie Carson to a 5 year term; also to appoint Mr. Tom Backlawski as alternate for one year to the Zoning Board , AND to appoint Mr. Mastriana as alternate to the Zoning Appeals Board, all appointments were with the approval and recommendation of Mr. Kurilla, 01-17-17-S8, seconded by Trustee Weimer and passed with 3 ayes.

ZONING BOARD WITH TERM EXPIRING 1/1/22 – Kristi Oles
ZONING BOARD WITH TERM EXPIRING 1/1/18 - Chad Pirtle
ZONING BOARD WITH TERM EXPIRING 1/1/19 - Kevan Lloyd
ZONING BOARD WITH TERM EXPIRING 1/1/20 - Bill Everett
ZONING BOARD WITH TERM EXPIRING 1/1/21 – Pat Kelley

Zoning Board Alternate #1 – Tom Baclawski 1 year term to expire 12/31/17
At the next Zoning Commission meeting, the Commission will elect a Secretary.

ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/22 – Debbie Carson
ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/18 – Sue Lemmon
ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/19 - Jarrod Demes
ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/20 - Sally Smolek
ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/21 - Ben Melnykovich

Zoning Appeals Board Alternate #1 – Rick Mastriana 1 year term expiring 12/31/17

Also, as in the past, when the alternates are in attendance and 5 regular members are not in attendance the alternate is eligible to vote on board issues.

Wages:

Mr. Weimer moved that the Trustees and Fiscal Officer are to be paid monthly salaries based upon the Townships Annual Budget per the ORC 505.24 and 507.09, and House Bill 64, AND and if desire may enroll in the medical, dental, life and vision and AFLAC benefit programs which are offered to all full time employees, 01-17-17-S9, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Campbell moved that the ZONING BOARD AND BOARD OF APPEALS MEMBERS will be paid \$15.00 per meeting travel reimbursement, they will be paid semi-annually. The ZONING BOARD CHAIRMAN AND SECRETARY WILL BE PAID \$40 PER MEETING. The Board members must read and acknowledge in writing the ORC Chapter 202 pertaining to ethics and must sign attendance sheets in order to be reimbursed. These attendance sheets will be turned in with the minutes by the zoning & appeals board secretary who will prepare the minutes in a timely manner and deliver them to the Fiscal Officer for reimbursement, 01-17-17-S10, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Tomaino moved that the FIRE DEPARTMENT Reimbursement shall follow the Prosecutors Office advise that the volunteers would be paid a stipen or call response payment earned as employees and subject to deductions and township match of Social Security and Medicare. This program has been in place since 2013 and follows the Prosecutor's office recommendation, 01-17-17-S11, seconded by Mr. Weimer and passed with 3 ayes.

Mr.Campbell moved TO CONTINUE A CLOTHING ALLOWANCE PROGRAM FOR POLICE DEPARTMENT PERSONNEL AFTER ONE YEAR OF EMPLOYMENT :

Police personnel are eligible for clothing allowance as follows: ON JANUARY 1ST FOLLOWING YOUR FIRST YEAR OF EMPLOYMENT:

Based on the hours worked in the previous calendar year the clothing allowance earned is as follows:

<u>Under 250 Hours</u>	<u>They will be eligible for</u>	<u>\$ 0.00 clothing allowance</u>
<u>250 Hours to 450 hours</u>	<u>They will be eligible for</u>	<u>\$300.00 clothing allowance</u>
<u>450 Hours and over</u>	<u>They will be eligible for</u>	<u>\$450.00 clothing allowance</u>
<u>Full Time Officers</u>	<u>They will be eligible for</u>	<u>\$650.00 clothing allowance</u>

Only approved items will be covered under this policy, each officer must have the items they wish to purchase approved BEFORE they make the purchase. If an item is purchased without approval and is deemed not acceptable by IRS standards then the officer will be responsible to pay for the item with after tax dollars as a deduction to his pay. If an officer goes over the clothing allowance limit, the difference will be deducted from the officers pay check to pay the vendor, 01-17-17-S12, Seconded by Mr. Weimer and passed with 3 ayes.

ROAD DEPT:

Mr.Campbell moved to continue the Road Department Clothing Allowance:

AFTER A ONE YEAR PROBATIONARY PERIOD HAS BEEN SERVED – A ROAD DEPARTMENT EMPLOYEE IS ALLOWED UP TO \$350.00 PER YEAR PER EMPLOYEE TO BE USED TO PURCHASE APPROVED ITEMS INCLUDING SAFETY STEEL TOED BOOTS, UNIFORM SHIRT, PANTS AND A WORK JACKET,01-17-17-S13, Seconded by Mr. Weimer and passed with 3 ayes.

ALL CLOTHINGALLOWANCE PURCHASES FOR POLICE AND ROAD DEPARTMENTS WILL BE MADE AT STORES WHERE ACCOUNTS HAVE BEEN SET UP BY THE FISCAL OFFICER TO BILL DIRECTLY TO THE TOWNSHIP OR THE TOWNSHIP CREDIT CARD. IF SOMETHING IS PURCHASED AT A NEW VENDOR ARRANGEMENTS MUST HAVE BEEN MADE BY THE FISCAL OFFICER WITH THAT VENDOR BEFORE THE PURCHASE IS MADE.

RATES, FEES AND CHARGES:

Mr. Tomaino moved to continue the following rates and fees for copies and zoning variances, 01-17-17-S14, seconded by Mr. Campbell and passed with 3 ayes.

RECORDS REQUESTS OR COPIES MADE ON THE TOWNSHIP COPIER \$.10 PER COPY, PER PAGE, and a MINIMUM OF \$5.00 FOR COPIES OF POLICE AND FIRE REPORTS, FINGER PRINT AND BACKGROUND REPORTS.

ZONING VARIANCE FEE - \$525.00

Mr. Tomaino moved to RENEW the following rates and policies for the Township cemeteries, 01-17-17-S15, seconded by Mr.Campbell and passed with 3 ayes.

CEMETERY RATES

<u>RATES FOR GRAVES FOR RESIDENTS</u>	<u>\$ 400.00 PER LOT</u>
<u>RATES FOR GRAVES FOR NON- RESIDENTS</u>	<u>\$ 600.00 PER LOT</u>
<u>OPENING/CLOSING FOR CEMETERY GRAVES.....</u>	<u>\$ 500.00</u>
<u>OPENING/CLOSING FOR CEMETERY GRAVES AFTER</u>	

2PM ON REGULARLY SCHEDULED WORK DAYS.....	\$ 600.00
<u>OPENING/CLOSING FOR CEMETERY GRAVES ON SATURDAY, SUNDAY AND HOLIDAYS.....</u>	<u>\$ 800.00</u>
OPENING/CLOSING FOR INFANTS AND CREAMATIONS.....	\$ 175.00
COST OF DISINTERMENT FOR SINGLE OPEN/CLOSE.....	\$ 500.00
COST OF DISINTERMENT FOR DOUBLE OPEN/CLOSE.....	\$1000.00
<u>(BOTH OF THE ABOVE) PLUS COST FROM VAULT CO.</u>	
<u>FEEES FOR CONCRETE FOUNDATIONS</u>	<u>SINGLE \$250.00 DOUBLE \$400.00</u>

Also, all Trustees are in agreement that any fees charged at the cemeteries for concrete or foundations for head stones are to be paid to the township. These fees are not to be paid to the Cemetery Sexton directly or any other Township employee. This work is to be done on Township time with Township equipment and the funds are to be deposited into the cemetery fund. Any deviation from this practice and the employee will be charged with ‘Theft in Office” and will be terminated immediately and may be prosecuted to the full extent of the law.

As in the past, the following disclaimer will be added to any future sales of cemetery lots and this will also apply to any graves previously sold by Milton Township:

“An owner of a Milton Township cemetery lot (grave) upon written request and approval from the Township may be permitted to transfer by deed, will or gifting said lot to another individual for the sole purpose of burying human remains of an individual, but said lot can not be sold to any other person, trust, individual or organization. An owner of a Milton Township cemetery lot can only sell said lot back to Milton Township and only for the original purchase price of the lot or grave(s).”

TOWNSHIP MAINTENANCE & OPERATION CONTRACTS:

Mr. Campbell moved to continue to contract out cemetery grave digging and road berming services with approved independent contractors on an as needed basis and to have the weekly and monthly cleaning of the Township buildings done by the Administrative Assistant and road department personnel at their current hourly wage, 01-17-17 -S16, seconded by Mr. Weimer and passed with 3 ayes.

TRAVEL EXPENSES & MILEAGE REIMBURSEMENT:

Mr. Tomaino moved to decrease the current mileage reimbursement rate to \$.53 per mile, based on the IRS reimbursement rate, for Township employees for business travel outside of the township and for all business miles in and out of the Township for volunteer fire Chief. Only pre- approved and authorized mileage reimbursements will be honored and paid, 01-17-17-S17, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Weimer moved to authorize travel expenses, parking, food and lodging for Township elected officials and any employees during the year while attending pre-approved and authorized training session, seminars, conferences and meetings and to authorize membership in the OTA and attendance to the OTA STATE and Local Government conferences. Food and lodging will only be reimbursed if there is an overnight stay, 01-17-17-S18, seconded by Mr. Tomaino and passed with 3 ayes.

GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES FOR TRUSTEES AND FISCAL OFFICER:

Mr. Weimer moved to request advances from the County Auditors office for payment of Property Taxes for Tax year 2016 Payment year 2017 per the schedule issued by the County Auditors office, 01-17-17-S19, See attached resolution, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Weimer moved to authorize, implement AND/OR continue the following GENERAL ADMINISTRATIVE POLICIES, 01-19-16-S20, seconded by Mr. Campbell and passed with 3 ayes.

ACCEPT FARMERS NATIONAL BANK OF CANFIELD AS THE TOWNSHIP DEPOSITORY.

ALL TOWNSHIP FUNDS WILL BE DEPOSITED INTO THE INTEREST BEARING CHECKING ACCOUNT, and/or CERTIFICATES OF DEPOSIT TO EARN INTEREST.

POST ALL CHECKING ACCOUNT AND CD INTEREST EARNED INTO THE GENERAL FUND OR AS DEFINED AND IN ACCORDANCE WITH THE ORC.

AUTHORIZE THE FISCAL OFFICER TO RE-ALLOCATE APPROPRIATION LINE ITEMS WITHIN A FUND DURING THE MONTH AS NECESSARY AND REQUEST A RESOLUTION FOR APPROVAL OF THE SUPPLEMENTAL APPROPRIATIONS AT THE END OF EACH MONTH OR AT THE NEXT REGULAR MONTHLY MEETING.

AUTHORIZE THE FISCAL OFFICER TO ISSUE SUPER BLANKET CERTIFICATES FOR UP TO THE MAXIMUM ALLOWED ORC LIMITS

AUTHORIZE A PETTY CASH FUND OF \$225.00 –
ADMINISTRATIVE ASSISTANT TO BE CUSTODIAN OF \$75.00
FIRE CHIEF TO BE CUSTODIAN OF \$50.00
ROAD DEPT TO BE CUSTODIAN OF \$75.00
FISCAL OFFICER TO BE CUSTODIAN OF \$25.00

ALL AUTHORIZED CREDIT CARDS USERS ARE REQUIRED TO ADHERE TO THE CREDIT CARD POLICY OR THE PRIVILIGES WILL BE REVOKED.

AUTHORIZE DEPARTMENT HEADS TO MAKE TOWNSHIP PURCHASES OF UP TO \$250.00 WITHOUT A DIRECT AUTHORIZATION BY A TRUSTEE OR FISCAL OFFICER. ALL OTHER PURCHASES ARE TO BE DISCUSSED WITH AND APPROVED BY A TRUSTEE OR FISCAL OFFICER BEFORE A PURCHASE IS MADE.

AUTHORIZE TRUSTEE RUSS WEIMER TO SIGN ALL NECESSARY ISSUE II, OPWC and CDBG GRANT PAPERWORK AND ACT AS GRANT CONTACT PERSON FOR THE TOWNSHIP.

AUTHORIZE THE FISCAL OFFICER TO SIGN CREDIT APPLICATIONS ON BEHALF OF THE TOWNSHIP FOR CHARGE ACCOUNTS FOR UP TO \$2,500.00.

MR. WEIMER MOVED TO FOR THE CONTINUATION OF THE EMPLOYEE RECOGNITION PROGRAM: (ORC 505.05) ALL EMPLOYEES ARE ELIGIBLE, 01-17-17-S21, seconded by Mr Campbell and passed with 3 ayes.

RECOGNITION PROGRAM PROVIDES AUTHORITY TO PURCHASE FOOD, COFFEE AND REFRESHMENTS (NO ALCOHOL) AND OTHER AMENITIES DURING THE COURSE OF THE YEAR AS THE TRUSTEES DEEM APPROPRIATE. THIS AUTHORITY MAY ALSO BE UTILIZED TO RECOGNIZE AND REWARD HARD WORK AND/OR SPECIAL ACCOMPLISHMENTS BY A TOWNSHIP EMPLOYEE, THE REWARD MAY BE IN THE FORM OF A CASH BONUS, GIFTS, ADDITIONAL PAID LEAVE OR OTHER ADDITIONAL BENEFITS, SO LONG AS THE COSTS OF THE PROGRAM DO NOT EXCEED THE TOTAL AMOUNT OF COMPENSATION FIXED BY THE BOARD OF TRUSTEES FOR THE DEPARTMENT AND IN COMPLIANCE WITH IRS CODE.

THE TRUSTEES WILL MAKE THE FINAL DETERMINATION OF OUTSTANDING PERFORMANCE AND THE AMOUNT AND TYPE OF BENEFIT AWARDED. ALL BENEFITS WILL BE PAID OUT OF THE GENERAL FUND WITH A MAXIMUM OF ALL EXPENDITURES OF \$3,500.00 FOR THE YEAR.

Mr. Tomaino moved to set aside \$10,000.00 in the general fund to carry out zoning functions such as investigation, demolition cost, any necessary legal fees or expenses incurred to carry out and enforce zoning violations, and to cover zoning expenses which occur during the year, 01-17-17-S22, seconded by Mr. Weimer and passed with 3 ayes.

Rental of Township Buildings:

Trustee Weimer moved to continue the policy of not renting out the Fire Station for private use due to the liability and no alcohol in township buildings, the limited parking and the cost of utilities.

However, the Community building on Mahoning Ave. will be offered for use to the public, as per the attached usage agreement. Mr. Weimer added that the Township will offer the accessory building at no cost to local NON-PROFIT organizations and groups, however any organization, group or renters whether they pay a rental fee or not will be responsible for cleaning and must adhere to all other terms of the usage agreement,01-17-17-S23, seconded by Trustee Campbell and passed with 3 ayes.

MR. TOMAINO MOVED TO CONTINUE THE FIRE DEPARTMENT DISPATCHING CONTRACT WITH TRUMBULL COUNTY 9-1-1 @ \$400 PER MONTH, 01-17-17-S24, seconded by Mr. Weimer and passed with 3 ayes.

Trustee Tomaino moved to approve the “NEW EMPLOYEE” packages which were prepared by the Fiscal Officer and distributed to all the department heads, 01-17-17-S25, seconded by Trustee Campbell and passed with 3 ayes.

At approximately 10:21 AM Mr. Tomaino moved to go into executive session to discuss employment of public employees, pay rates and employee benefits, 01-17-17-S26, seconded by Mr.Campbell and passed with 3 ayes.

At approximately 11:40 AM Mr. Tomaino moved to go back into regular session, 01-17-17-S27, seconded by Mr. Weimer and passed with 3 ayes.

MR. TOMAINO MOVED TO HIRE THE FOLLOWING FULL AND PART TIME TOWNSHIP EMPLOYEES AND PART-TIME AND SEASONAL EMPLOYEE CLASSIFICATIONS AND CONTRACTED EMPLOYEES: 01-17-17-S28, seconded by Mr. Weimer and passed with 3 ayes.

TOWNSHIP EMPLOYEES:
DEPARTMENT HEADS –

FULL TIME POLICE CHIEF
VOLUNTEER FIRE CHIEF

PART TIME OR FULL TIME CONTRACTED JOB CLASSIFICATIONS

BUILDING AND GROUND MAINTENANCE
ROAD AND CEMETERY COORDINATOR
ROAD AND CEMETERY HELPER
ADMINISTRATIVE ASSISTANT
OTHER CONTRACTED EMPLOYEES AS NEEDED
PART TIME AND SEASONAL EMPLOYEES

RECYCLING COORDINATOR

OTHER JOB CLASSIFICATIONS

FULL TIME PATROL OFFICER
PART TIME PATROL OFFICER

The Township will hire CONTRACTED labor through an employment agency such as the Callos Company for all road, cemetery, recycling and administrative /secretarial duties and as the need arises.

WAGES AND COMPENSATION:

Mr. Weimer moved to increase all Full Time Police Officer wages to \$15.00 per hour, with the exception of the Officer paid by the Community Police Officer Grant, and that pay will be \$15.50 per grant agreement. All Part Time Police Officer will receive a \$.25 increase in hourly pay effective 1/17/17. Contracted Road

Department employees (CALLOS EMPLOYEES) will be increased to \$13.00 per hour effective 1/17/17 ,01-17-17-S29 , seconded by Mr. Campbell and passed with 3 ayes.

CALLOS CONTRACTED EMPLOYEE- NEW RATES AS FOLLOW AS OF 1/17/17:

ROAD & CEMETERY COORDINATOR, includes \$1.00 per hour at year end for IRA	14.00
ASSISTANT TO COORDINATOR, includes \$1.00 per hour at year end for IRA	14.00
CASUAL LABORER THROUGH CALLOS-as needed	9.00
ADMINISTRATIVE ASSISTANT	9.75

See attached Township Employee Pay Schedule for police and contracted employees

CONTRACTED EMPLOYEE ADMINISTRATIVE ASSISTANT PHILIPS WILL BE ELIGIBLE FOR 2 PAID PERSONAL DAYS, PAID THROUGH THE CONTRACTED EMPLOYER AT 7 HOURS PER DAY AND ROAD AND CEMETERY WORKERS WILL RECEIVE 5 PAID PERSONAL DAYS, PAID THROUGH THE CONTRACTED EMPLOYER AT 8 HOURS PER DAY SINCE THEY DO NOT QUALIFY FOR ANY FULL TIME BENEFITS (HOLIDAY PAY OR VACATION PAY) FROM THE CONTRACTED EMPLOYER -CALLOS.

CPT TRAINING REQUIRED BY THE STATE FOR POLICE OFFICERS CERTIFICATIONS WILL NO LONGER BE REIMBURSED BY THE TOWNSHIP. EXCEPTION IS, IF DESCRETIONARY TRAINING IS MANDATED BY THE CHIEF OF POLICE.

Mr. Weimer moved to renew the contract with MK Consulting, to perform Zoning duties for a quarterly fee of \$5,400.00. Mr. Kurilla will provide his own vehicle, gas, liability and auto insurance and workers compensation, and provide proof of same. He will set his hours at his discretion but must meet the needs of the Township. This contract will be reviewed and renewed on a quarterly basis, 01-17-17-S30, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer moved to authorize the following paid holidays for full time Township employees only, to be paid as follows, 01-17-17-S31, seconded by Mr. Campbell and passed with 3 ayes.

PAID HOLIDAYS FOR FULL TIME MILTON TOWNSHIP EMPLOYEES:

IF A FULL TIME EMPLOYEE WORKS THE HOLIDAY THEY WILL BE PAID TIME 2 TIMES THEIR REGULAR HOURLY RATE.

IF A FULL TIME EMPLOYEE DOES NOT WORK THE HOLIDAY THEY WILL BE PAID 1 TIME THEIR REGULAR HOURLY RATE.

NEW YEARS DAY	LABOR DAY
MARTIN LUTHER KING DAY	COLUMBUS DAY
PRESIDENT’S DAY	VETERAN’S DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	CHRISTMAS DAY

IF A HOLIDAY FALLS ON SUNDAY, IT WILL BE OBSERVED ON THE FOLLOWING MONDAY.

IF A HOLIDAY FALLS ON SATURDAY, IT WILL BE OBSERVED ON THE PRECEDING FRIDAY.

POLICE DEPT. EMPLOYEES WILL OBSERVE THE HOLIDAY ON THE ACTUAL DAY OF THE WEEK ON WHICH THE HOLIDAY FALLS

PART TIME EMPLOYEES WHO WORK THE HOLIDAY WILL RECEIVE 2 TIMES THEIR REGULAR HOURLY RATE.

OTHER PAY CLASSIFICATIONS AND EMPLOYEE REQUIREMENTS:

Mr. Tomaino moved to continue the following policies, 01-17-17-S 32 , seconded by Mr. Campbell and passed with 3 ayes.

1. POLICE DEPARTMENT EMPLOYEES ARE TO BE PAID A MINIMUM OF 4 HOURS FOR COURT APPEARANCE, FULL TIME POLICE ARE TO SCHEDULE COURT DURING THEIR REGULARLY SCHEDULED HOURS WHEN POSSIBLE.

2. REQUIRE MEETING ATTENDANCE AND REPORTING FOR ALL DEPARTMENT HEADS OR DEPARTMENT REPRESENTATIVES AT MONTHLY TRUSTEE MEETINGS. THE DEPARTMENT HEADS OR REPRESENTATIVES SHOULD BE PREPARED TO REPORT ON THE PREVIOUS MONTHS ACTIVITIES AND THE UPCOMING MONTHS EVENTS FOR THEIR DEPARTMENT. A WRITTEN REPORT WILL BE PROVIDED TO THE TRUSTEES AND FISCAL OFFICER.

3. POLICE DEPT. EMPLOYEES WHEN WORKING OVI OR TASK FORCE WILL BE PAID THE AMOUNT THAT WILL BE REIMBURSED BY THE COUNTY OR DEPARTMENT THAT IS SPONSORING THE OVI: OVI STAFFING WILL BE AS FOLLOWS:
 - 1ST. - FULL TIME OFFICERS, THAT QUALIFY- IN ROTATION
 - 2ND - PART TIME EMPLOYEES IN ROTATION
 - 3RD - NON- MILTON TOWNSHIP OFFICERS IF NECESSARY

Mr. Weimer moved to continue to have the Township provide vacation, sick time and health benefits for FULL TIME TOWNSHIP EMPLOYEES ONLY, AS FOLLOWS: AND to continue AFLAC coverage for full and part time employees AND contracted employees as follows, 01-17-17-S33, seconded by Mr. Tomaino and passed with 3 ayes.

FRINGE BENEFITS

VACATION: FULL TIME TOWNSHIP EMPLOYEES ONLY:

- | | |
|---------------|------------------------------------|
| 1 WEEK AFTER | 1 YEAR OF FULL-TIME EMPLOYMENT |
| 2 WEEKS AFTER | 2 YEARS OF FULL-TIME EMPLOYMENT |
| 3 WEEKS AFTER | 5 YEARS OF FULL TIME EMPLOYMENT |
| 4 WEEKS AFTER | 20 YEARS OF FULL TIME EIMPLOYMENT. |

VACATION LEAVE MUST BE TAKEN WITHIN THE ANNIVERSARY YEAR, OR IT IS LOST. ALL VACATION REQUESTS MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE. VACATIONS ARE SUBJECT TO THE APPROVAL OF YOUR IMMEDIATE SUPERVISOR.

SICK PAY: FULL TIME TOWNSHIP EMPLOYEES ONLY –

FULL TIME TOWNSHIP EMPLOYEES WILL EARN ONE AND ONE QUARTER DAYS OF SICK LEAVE PER MONTH WORKED WITH A MAXIMUM OF 720 TOTAL ACCUMULATED HOURS. AT RETIREMENT OR TERMINATION OF EMPLOYMENT FROM MILTON TOWNSHIP THE EMPLOYEE.WILL BE PAID FOR 50% OF THE ACCRUED SICK TIME EARNED UP TO A MAXIMUM OF 360 HOURS OR 45- 8 HOUR DAYS AT THEIR CURRENT HOURLY RATE. AT TERMINATION OF EMPLOYMENT ANY ACCUMULATED SICK HOURS OVER THE 360 HOURS OF REIMBURSED TIME WILL BE FORFEITED.

ANY SICK TIME TRANSFERRED FROM ANOTHER POLICE DEPARTMENT AT THE TIME OF HIRE, WILL NOT QUALIFY FOR PAYOUT AT THE TIME OF RETIREMENT OR RESIGNATION, ONLY ¼ OF THE HOURS WILL BE ELIGIBLE FOR THE PAYOUT BUT THE MAXIMUM PAYOUT OF SICK TIME INCLUDING TRANSFERRED HOURS IS 360 HOURS.

NO PART TIME EMPLOYEES ARE ELIGIBLE FOR SICK PAY ACCRUAL OR PAID SICK TIME OFF.

IF YOU ARE OFF SICK AND UNABLE TO COME TO WORK YOU MUST CALL YOUR IMMEDIATE SUPERVISOR OR THE RESPONSIBLE TRUSTEE FOR YOUR DEPARTMENT BEFORE THE SCHEDULED START OF YOUR WORK DAY. YOU MUST CALL YOUR SUPERVISOR EVERY DAY THAT YOU ARE NOT GOING TO BE AT WORK. AFTER 3 DAYS OFF YOU MUST HAVE A DOCTORS VERIFICATION TO COME BACK TO WORK. AFTER 3 DAYS OFF WITHOUT NOTIFICATION TO YOUR SUPERVISOR YOU WILL BE TERMINATED.

HEALTH BENEFITS: FULL TIME TOWNSHIP EMPLOYEES AND ELECTED OFFICIALS ONLY:

FULL TIME TOWNSHIP EMPLOYEES AND ELECTED OFFICIALS ARE ELIGIBLE FOR MEDICAL, DENTAL, VISION AND LIFE INSURANCE BENEFITS FOR TOWNSHIP EMPLOYEES AND THEIR DEPENDENTS (AS ALLOWED BY THE HEALTH CARE PROVIDER) AND IN ACCORDANCE WITH THE AFFORDABLE CARE ACT (ACA). CURRENTLY THESE BENEFITS ARE AVAILABLE AT NO COST TO THE EMPLOYEE. HOWEVER, WITH THE CONSTANT INCREASE IN MEDICAL AND HEALTH CARE COSTS THERE MAY COME A TIME WHEN THESE BENEFITS CAN NO LONGER BE PROVIDE WITHOUT A COST TO THE EMPLOYEE. THESE BENEFITS

WILL BE REVIEWED AND REEVALUATED ON THE ANNIVERSARY DATE OF THE PROGRAM, ONCE EACH YEAR.

AFLAC BENEFITS FOR FULL AND PART TIME EMPLOYEES AND CONTRACTED EMPLOYEES:

AFLAC – CANCER, SHORT TERM DISABILITY, ACCIDENT AND PERSONAL SICKNESS IS OFFERED TO ALL TOWNSHIP EMPLOYEES AND CONTRACTED EMPLOYEES IF PERMITTED BY THE CONTRACTING COMPANY. THE TOWNSHIP WILL PAY 50% OF THE PREMIUM AND THE EMPLOYEE WILL HAVE A PAYROLL DEDUCTION OF PRE OR POST TAX OF THE OTHER 50% OF THE PREMIUM. TOWNSHIP EMPLOYEES AND CONTRACTED EMPLOYEES ARE ELIGIBLE TO SIGN UP DURING THE ANNUAL ENROLLMENT PERIOD WHICH IS OCTOBER 1, AFTER THEIR 90 PROBATIONARY PERIOD.

MR. WEIMER MOVED TO APPOINT SPECIAL LEGAL COUNSEL, 01-17-17-S34, seconded by Mr. Campbell and passed with 3 ayes.

WHEREAS, the Township desires to retain and use special legal counsel in addition to the legal services provided by the county prosecutor, for legal advise and representation in township legal matters when necessary because of conflict of interest, prosecutor’s availability and case load, and or the special expertise of the special legal counsel; now therefore

BE IT RESOLVED, that the Township appoint **Attorney Mark S. Finamore** as special legal council for the township on an as needed basis to be paid an hourly rate of \$100.00 for legal services provided the town ship.

MR. TOMAINO MOVED TO AUTHORIZE THE TRUSTEES TO MAKE ANY REVISIONS, REWRITES OR UPDATES DURING THE YEAR TO THE CURRENT MILTON TOWNSHIP HANDBOOK AS NEEDED OR MAY BECOME NECESSARY TO COMPLY WITH STATE AND FEDERAL REGULATIONS, AND AS THE TRUSTEES DEEM NECESSARY, 01-17-17-S35, seconded by Mr. Weimer and passed with 3 ayes.

At approximately 12:34 AM Mr. Campbell moved to adjourn, 01-17-17-S36, seconded by Mr. Weimer and passed with 3 ayes.

Three handwritten signatures are written on three horizontal lines. The top signature is the most legible, appearing to be 'R. Campbell'. The middle signature is less legible, possibly 'D. ...'. The bottom signature is also less legible, possibly 'H. Campbell'.

February 21, 2017